

10 JUN 1987

MEMORANDUM FOR: Chief, New Building Project Office, OL
 Chief, Personnel & Training Staff, OL
 Chief, Procurement Management Staff, OL
 Chief, Security Staff, OL
 Chief, Facilities Management Division, OL
 Chief, Printing & Photography Division, OL
 Chief, Procurement Division, OL
 Chief, Real Estate & Construction Division, OL
 Chief, Supply Division, OL

FROM: [redacted] STAT
 Chief, Information & Management Support Staff, OL

SUBJECT: Reminder of Current and Upcoming Planning STAT
 Requirements [redacted]

REFERENCE: FY 87 OL Planning Calendar and Planning Guide STAT

1. This is to remind you that updated milestone charts, as of the end of the 3rd Quarter, for all your FY-87 Directorate- and Office-level objectives are due in IMSS by 30 June 1987. In addition, you should be prepared to brief the Director of Logistics (D/L) on all of your objectives at the first biweekly following the end of the quarter. [redacted]

2. Please type at the bottom of each milestone chart a brief description of activity on the objective during 3rd Quarter FY 87, noting those that have been completed, those that are on schedule, and those that are not on schedule, with a description of problems and proposed solutions for the latter. [redacted]

3. Since the next OL Quarterly will be scheduled for approximately the third week in August, it is imperative that you submit to us by 10 July a synopsis of your 3rd-Quarter significant activities, listed in the order of their importance. This will enable us to prepare the quarterly activities update and have slides made in time for the "Dry Run."

4. As in the past, individual presentations will precede the update. The D/L wants talks on subjects that will be educational and will help logisticians to do their jobs better. So that we can recommend other interesting and timely agenda topics for the D/L's approval, please call [redacted] no later than 30 June--earlier if possible--with suggested topics and speakers.

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Distribution:

- 1 - Each Addressee
- 1 - C/B&FB/OL
- ~~1~~ - OL/IMSS Official
- 8 - OL/IMSS (w/milestone charts)
- 1 - OL/IMSS Chrono
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OL/IMSS (2 Jun 87)

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